



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7161

GruO 2601.2J

CMS

MAR 17 2000

GROUP ORDER 2601.2J

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: COMMUNICATION MATERIAL SECURITY (CMS); PROCEDURES FOR
HANDLING, ACCOUNTING AND TRANSMISSION OF

Ref: (a) CMS-21
(b) SECNAVINST 5510.36
(c) SECNAVINST 5510.30A
(d) CMS-5A

Encl: (1) Handling instructions for CMS material/equipment held
by CMS local holder custodians/users
(2) Example CMS Responsibility Acknowledgement Form

1. Purpose. To publish instructions for the handling, control and security of Communications Security (COMSEC) material for this Headquarters and subordinate elements of Marine Aircraft Group 12.

2. Cancellation. GruO 2601.2H.

3. Background

a. The CMS provides for the security of certain highly sensitive classified material and equipment. References (a) through (c) contain detailed instruction for accountability, handling, maintenance, security and destruction of CMS distributed material and equipment.

b. An EKMS manager is an officer/SNCO who is responsible to the commander for all CMS material, equipment, and proper maintenance of all applicable records. Reference (a), chapter 1 applies.

c. An EKMS Alternate manager is an officer/SNCO appointed to assist the EKMS manager in maintaining the command's CMS account. The alternate manager must also maintain a current and working knowledge of the account and of CMS procedures. The alternate manager must at all times be prepared to assume custody of the account. Reference (a), chapter 1 applies.

d. A CMS Local Holder Custodian is an officer/SNCO appointed

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in writing by the Commanding Officer and is responsible for complying with management practices and local accountability procedures established by the CMS account. With respect to his own operational chain of command, the local holder has the same responsibilities as an EKMS manager. Local holders should fulfill as many of the requirements of references, (a) through (c) as feasible.

e. EKMS Alternate Local Holder Custodian(s) shall meet the same qualification requirements as the Local Holder Custodian and shall keep him/herself informed and ready to assume the duties of the Local Holder Custodian in his temporary absence.

f. CMS users are properly cleared and authorized individuals who require COMSEC material in the performance of their duties.

4. Summary of Revision. This Order contains changes reflected in the CMS/EKMS program set down in the CMS-21 publication. These changes concern CMS documentation, handling, and responsibilities.

5. Command Responsibility. Commanding Officers of units designated as account holders are responsible for the safe custody, proper handling, transmission procedures and disposition of CMS distributed material under their jurisdiction.

6. EKMS Manager and Alternate Manager(s) Responsibility

a. The EKMS manager and Alternates are responsible for the administration and proper handling of CMS material and equipment held within the authorized allowance of the CMS account.

b. The EKMS manager and Alternates are responsible for issuing CMS material to local holders/users and administering guidelines, procedures and training related to COMSEC for handling and care of the material while in their custody.

7. Local Holder Manager Responsibilities

a. Local holders are those MAG-12 subordinate commands requiring CMS material in the execution of their duties. These subordinate commands are authorized per reference (a) to draw and hold such material as necessary on a permanent or temporary basis.

b. The local holder custodian will be designated in writing by a letter of authorization per reference (a), and will be responsible for the following:

(1) To provide the Commanding Officer and other interested officers of subordinate units with general information

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about new or revised policies and procedures, and their impact on the unit.

(2) To keep the alternate local holder custodian(s) informed of the status of the account so that the alternate local holder custodian(s) are, at all times, fully capable of assuming the CMS local holder custodian's duties.

(3) To periodically conduct training in CMS procedures and to provide guidance to command personnel who use COMSEC material.

(4) To complete, maintain, and forward required records concerning COMSEC material per reference (a).

(5) To acquire, monitor, and maintain the commands required authorized holdings of COMSEC material.

(6) To maintain proper storage and adequate physical security for the COMSEC material held by the account.

(7) To provide written guidance to personnel whom material is issued on local custody. This guidance must include specific information concerning the proper handling, safeguarding, accounting, and destruction/disposition of the material issued (see enclosure 1).

(8) To issue COMSEC material on local custody to authorized persons. Before issuing COMSEC material, ensure all CMS users execute the CMS responsibility acknowledgement form (see enclosure 2).

(9) To maintain the required files in their proper order per reference (a).

(10) To monitor the proper inventory of COMSEC keying material held at users watch stations.

(11) To ensure that command procedures are established to reassign the local custody responsibility for COMSEC material held by individuals permanently leaving the command and those who are departing on extended leave.

(12) To ensure completeness of material by conducting required page checks per reference (a).

(13) To comply with authorized methods and procedures for destruction of COMSEC material.

(14) To maintain the CMS portion of the command's emergency plan.

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(15) To ensure prompt and accurate preparation, signature, and submission of CMS correspondence, messages, and reports.

(16) To conduct required CMS inventories of COMSEC material per reference (a).

(17) To report immediately to the Commanding Officer any suspected physical compromise, loss, unauthorized destruction, or finding of material; to initiate action to ensure that required reports are submitted and to draw necessary replacement material.

(18) To maintain proper physical security measure when transporting or shipping COMSEC material.

8. Dissemination of Information

a. The dissemination of information from MAG-12 CMS account and CMS publications shall be limited strictly to those persons whose official duties require its knowledge or possession.

b. MAG-12 CMS material will be issued/received by those personnel who have appropriately been assigned in writing and who possess the proper security clearances and access.

9. Issuance of COMSEC Material

a. Sub-Custody. When COMSEC material is to be issued on a sub-custody basis to using unit within MAG-12, it is the responsibility of the EKMS manager to ensure that all personnel who will be receipting for material are thoroughly instructed in the handling of COMSEC material. Personnel authorized to receipt for alternate local holder must meet the requirements in references, (a) through (c). Enclosure (1) contains instructions for the issuing and accounting of COMSEC material on a local holder basis.

b. Key Cards/Key List Extracts. The proper handling of one-time keying material and key list extracts cannot be over emphasized. Personnel who have access to or handle keying material shall become thoroughly familiar with, and at no time deviate from the proper handling procedures per reference (a).

10. Destruction of CMS Material

a. The EKMS manager is responsible for the complete destruction of all CMS material when it is authorized for destruction by the disposition report C2MSR, CSPM-3, or CMS general message. This destruction will be conducted per reference (a).

b. CMS local holders are responsible for early destruction

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and/or monthly destruction of any unused CMS material. Monthly destruction must be reported to the EKMS manager before the 4th working day of each month using a SF-153 destruction report. If deployed, the monthly destruction must be reported via confidential naval message per reference (a).

11. Action. CMS local holders, alternates and users who are required to handle and use CMS material shall read this Order and the pertinent chapters/articles of references (a) through (d). These personnel shall acknowledge their understanding of their responsibilities by signing a CMS responsibility acknowledgement form, enclosure (2), which shall be kept on file by both EKMS manager and the CMS local holder custodians.


J. F. FLOCK

DISTRIBUTION: A

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HANDLING INSTRUCTIONS FOR CMS MATERIAL/EQUIPMENT
HELD BY CMS LOCAL HOLDER MANAGERS/USERS

1. This enclosure promulgates instructions for safeguarding CMS material to all CMS local holders of this organization.

2. Detailed instructions for handling and safeguarding CMS publications are found in references (a) through (d) and this Order. All personnel involved with CMS publications must be aware that special safeguarding procedures are required in the handling of these publications to ensure their security.

3. Each person who is in a position to become a recipient of CMS publications will become familiar with the applicable provisions of references (a) through (d).

4. General Instructions

a. Normally only those materials and equipment which must be readily available to personnel concerned should be drawn from the EKMS manager.

b. Normally effective materials will be drawn on the last working day proceeding their effective date unless other arrangements have been made with the EKMS manager. Due to the requirement for the destruction of certain crypto material immediately after supersession, Local Holders will destroy certain specifically designated accountability legend one (AL-1) material immediately after termination of the effective crypto period for the publication. Destruction shall be completed per reference (a), paragraph 1101. In addition, a Local Holder Destruction Report (SF-153) will be submitted to the Group EKMS manager for central accountability no later than the fourth working day of the month. Deployed squadrons are required to certify destruction of Monthly CMS material by PRIORITY Naval Message. This message will contain short titles, editions, and serial numbers of all destroyed material and be classified CONFIDENTIAL. A SF-153 Destruction Report will be forwarded at the earliest possible date.

c. All persons who are Local Holder Managers must be familiar with all material held and know any specific or unusual handling instructions for certain publications such as one time cards, tapes, pads and authenticators.

5. Special Instructions

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a. The storage of publications shall provide the maximum protection from theft, compromise, loss, damage and deterioration and will ensure against unauthorized access by both those without proper clearance and those without a "need to know". A running inventory (progressive inventory) will be kept for strict control of CMS material.

b. Top secret and cryptographic publications shall be stored in a safe or metal cabinet with a three tumbler, manipulative proof combination.

c. Secret publications shall be stored in a combination locked metal container or vault.

d. Confidential publications shall be stored as prescribed for secret or in a key locked metal container.

e. All publications shall be placed in their proper storage place when not actually in use.

f. Combinations on containers containing cryptographic material shall be changed at least once annually, whenever a person having knowledge of the combination transferred, or when the combination becomes known to a person not authorized or not required to hold the combination. Additionally, such combinations shall be retained in sealed enveloped located in a safe designated by the Commanding Officer, to which the Group Duty Officers have access.

g. No CMS publications shall be removed from the physical confines of the command without the permission of the Commanding Officer.

h. No publications, devices, equipment, or parts thereof may be destroyed unless specifically authorized by the EKMS manager.

i. No extracts may be made without the permission of the EKMS manager.

j. Any known or suspected losses or compromises must be reported immediately to the EKMS manager or the Classified Material Control Officer.

k. Provisions must be included in the department/section emergency destruction procedures to provide for proper destruction of all CMS distributed material. Such destruction must be witnessed, and a report submitted to the EKMS manager.

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Priorities and procedures for implementing emergency destruction are contained in references (a) and (d).

l. CMS publications must be stored separately from other publications, regardless of classification. In addition, effective, superseded and reserve on board (ROB) must be separated from each other. Accessibility, security and emergency action must be considered when storing CMS publications.

m. Strict accountability and control of all CMS distributed material assigned to watch or duty sections must be maintained. Accountability legend one and two (AL-1 and AL-2) loose-leaf publications require watch-to-watch page checks. A watch-to-watch inventory must be submitted to the appropriate Local Holder who must submit a current inventory to the EKMS manager when required. Reference (a), paragraph 835 contains instructions for the handling of CMS AL-1 and AL-2 distributed materials.

n. All personnel making changes, corrections, and amendments to publications and modifications to equipment will follow the following guidance:

(1) All modifications to equipment must be made immediately and the instructions returned to the EKMS manager.

(2) All changes, corrections and amendments drawn for publications must be entered immediately, and all residue and superseded pages returned to the EKMS manager for destruction. Signatures must be entered in the publications concerned stating that the change, correction, or amendments has been entered. Two page checks will be made, one by the Local Holder or Alternate and one by the Witnessing Officer. Written notice of the changes entered and the page checks by two qualified persons must be submitted to the Manager. Complete instructions for amendments and modifications to COMSEC equipment and material are located in reference (a).

o. Upon removal of the vinyl plastic cover, key card books must be handled as loose-leaf cryptographic publications. Immediately after the removal of the vinyl plastic cover an initial page check must be made. The person making the page check will place his signature and the date on the booklet cover. When the entire book has been used or superseded it shall be returned to the EKMS manager for destruction.

p. Limited Maintenance Manuals (LMM) on subcustody in the crypto repair facility must be checked out per reference (a).

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The page check should be recorded on the "Record of Page Checks" page.

q. When the EKMS manager receives a machine prepared inventory, each local holder will be requested, by memorandum, to submit a complete inventory on a SF-153 Form to the EKMS manager. Prompt submission of the inventory of the materials is essential; it enables the EKMS manager to take appropriate action promptly.

ENCLOSURE (1)

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CMS 21

CMS RESPONSIBILITY ACKNOWLEDGEMENT FORM

From: _____
(Rank/Rate, Full Name, SSN, and Command of LE)

To: COMSEC Custodian, _____
(Name of Command)

Subj: CMS RESPONSIBILITY ACKNOWLEDGEMENT

Ref: (a) (CMS 21 and/or the local command instruction governing the handling, accountability, and disposition of COMSEC material. NOTE: the command instruction may contain extracts of CMS-21 that are applicable to LE (e.g., Chapters 6, 8, 11, 13, and 14)).

1. I hereby acknowledge that I have read and understand reference (a).
2. I assume full responsibility for the proper handling, storage, inventorying, accounting, and disposition of the COMSEC material held in my custody and/or used by me.
3. I have received a copy of reference (a) from the COMSEC Custodian. If at any time I am in doubt as to the proper handling of COMSEC material that I am responsible for, I will immediately contact the COMSEC Custodian and request advice.
4. Before extended departure from the command (i.e., permanent transfer, or leave/TAD/TDY in excess of 30 days) I will report to the COMSEC Custodian and be relieved of responsibility for all COMSEC material that I have signed for.

SIGNATURE: _____
DATE: _____

NOTE:

1. All Local Element personnel and/or person to whom COMSEC material is issued must complete a CMS Responsibility Acknowledgment Form. This requirement does not apply to individuals who access GPS key via the TAMPs for loading into aircraft.
2. This form will be reproduced locally and the required information will be typed or printed in black or blue-black ink.
3. Retain this form in the Chronological File for a period of 90 days after the date an individual has been relieved of responsibility for COMSEC material that he/she signed for.

Figure 8-1

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ORIGINAL
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ENCLOSURE (2)